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SECRETARY OF THE AIR FORCE

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Operations

AVAILABILITY OF MAJOR COMMAND
COMMANDERS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 10-2, *Readiness*. It requires major command (MAJCOM) commanders, (hereafter referred to as commanders) to keep Headquarters, US Air Force (HQ USAF), informed of their location and to identify their designated alternates when they leave their permanent duty stations (PDSs). It does not change requirements established by the National Military Command System and should be used with AFPD 51-6, *Civil Law Policy for Organization*, and AFI 51-604, *Appointment to and Assumption of Command*. It applies to HQ USAF, all MAJCOMs, and the Air Force Operations Group. This publication does not apply to the U.S. Air Force Reserve or the Air National Guard.

(AFSPC) This supplement implements and extends the guidance of Air Force Instruction (AFI) 10-205, *Availability of Major Command Commanders*. The AFI is published word-for-word without editorial review. Air Force Space Command (AFSPC) supplemental material is indicated in bold face. This supplement describes AFSPC's procedures for use in conjunction with the basic AFI. It applies to Headquarters Air Force Space Command (HQ AFSPC) and its subordinate units. It establishes availability requirements and associated policies, responsibilities and procedures for personnel within AFSPC. This supplement does not change requirements established by the National Military Command System. This instruction requires collecting and maintaining information protected by the Privacy Act of 1374 authorized by 10 U.S.C. 8013, and E.O. 3337. System of Records Notice FO11 AF A applies. It does not apply to the Air National Guard nor the Air Force Reserve Command units. Upon receipt of this integrated supplement discard the Air Force basic publication.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This revision requires the commanders' command center to maintain the location of its commander; changes all references from Air Force Operations Support Center to the Air Force Operations Center; changes all references from AFOSC to AFOC; deletes the Superintendent, Air Force Academy; adds a requirement to initially notify AFOC by voice of any unscheduled departure of an identified commander; revises the classification guidance for itineraries; redefines concurrent absences procedures; authorizes immediate precedence for notifications of unscheduled departures; requires itineraries to use Zulu times instead of local times. Due to the significant changes in volume and content, users are advised to thoroughly review this entire instruction. As virtually every part has changed, no special markings are used to annotate changes.

(AFSPC) Consolidated information from AFSPCI 10-201, Absence Approval For Senior Staff, into this document. Formatted to comply with new publication guidance.

1. Terms.

1.1. Permanent Duty Station (PDS): PDS is the post of duty or official station where the member is assigned or attached for duty other than "temporary duty." PDS also includes the local travel area where immediate voice contact can be established.

1.2. Temporary Duty (TDY): TDY is duty to one or more locations, other than the PDS, with return to the PDS upon completion of the TDY.

1.3. Command Center: A facility from which a commander and his or her representatives direct operations and control forces. It is organized to gather, process, analyze, display, and disseminate planning and operational data and perform related tasks. For purposes of this instruction, hereafter distinguished as a MAJCOM dedicated command post or operations center.

2. Policy of Commander's Availability.

2.1. Commanders must keep HQ USAF advised of their location. When commanders leave their PDSs, they will report the names and duty telephone numbers of their designated alternates to HQ USAF.

2.1.1. It is the responsibility of the command center to maintain adequate knowledge of the location of their commander or designated alternate at all times.

2.1.2. HQ USAF must be able to contact commanders or their designated alternates, at all times.

2.2. Timely and responsive accessibility to voice communications within the limits stated in Section 3 below is the primary criterion for establishing adequate knowledge of the commander's location.

3. Commander Availability.

3.1. The commanders or alternates of the following commands must be available within 15 minutes:

- Air Combat Command.
- Air Mobility Command.

- United States Air Forces in Europe.
- Pacific Air Forces.
- Air Force Special Operations Command.
- Air Force Space Command.

3.2. The commanders or alternates of the following commands must be available within 1 hour:

- Air Force Materiel Command.
- Air Education and Training Command.

4. Absence of Commander Notification Procedures.

4.1. Scheduled Departure: When commanders plan to leave their PDS, they must provide the following information to the Air Force Operations Center (AFOC) via automated digital network (AUTODIN) message, priority precedence (Message address is: AFOC WASHINGTON DC). This itinerary will be completed and transmitted by any agency the commander directs.

- A complete travel itinerary, including arrival and departure times in Zulu. Provide travel plans to AFOC by 0100Z on the duty day before the scheduled departure.
- Itineraries will be designated a minimum of For Official Use Only. Consider classifying Confidential when transiting high threat areas. Those responsible for the commander's itinerary, including the commander, will determine the need to classify the itinerary. If an itinerary is classified, it will be declassified on the day following completion of travel.
- The name and telephone number of their designated alternate.

4.2. Unscheduled Departure: When commanders must depart unexpectedly, they will notify the AFOC, normally through their command centers. Notification will be by voice report followed immediately by AUTODIN message to the AFOC, immediate precedence.

4.3. Reporting Departures: Command centers will notify AFOC by telephone when commanders actually depart and return to their PDSs.

4.4. Responsibilities of the Designated Alternate: The designated alternate must have full authority to act for the commander and must be able to reach the commander by telephone, if necessary.

5. Concurrent Absences of Commanders and Alternates.

5.1. Keep concurrent absences to an absolute minimum. Notify AF/CV by message at least 3 duty days before the concurrent absences, providing itineraries and specific reasons. Address message to CSAF WASHINGTON DC//CV//, including AFOC WASHINGTON DC as an INFO addressee. This message will include the name and duty phone of the designated alternate. This person must also have full authority to act as identified in paragraph 4.4 above.

5.2. Short-Notice Concurrent Absences (Less Than Three Duty Days Notification): Commanders who anticipate short-notice concurrent absences must telefax their message request to AF/CV and follow-up with a message through normal channels, including AFOC WASHINGTON DC as an INFO addressee. Twenty-four hour Telefax numbers:

AF/CV (Nonsecure) -- Commercial: 703-614-2693 DSN: 224-2693

AFOC (Nonsecure) -- Commercial: 703-614-6062 DSN: 224-6062

6. AFOC Responsibilities. AFOC reports commanders' availability status to the CSAF daily, covering a 24-hour period starting at 1000Z. Friday's report will include the weekend and Monday holiday, if applicable. Consolidated reports will be classified confidential and declassified on the day following the last day of travel identified in the report.

7. Exemption From Licensing. Reports required by this instruction are exempt from the report control system outlined in AFPD 37-1, *Air Force Information Management*; and AFI 37-124, *The Information Collections and Reports Management Program (ICR Program); Controlling Internal, Public, and Inter-Agency Air Force Information Collections*.

8. Minimize Consideration. Requirements of this instruction apply under MINIMIZE.

9. (Added-AFSPC) Category Definitions. Senior leadership positions within AFSPC are assigned categories below. These assignments drive specific compliance requirements for AFSPC personnel.

9.1. (AFSPC) Category 1: (5 Minutes).

9.1.1. (AFSPC) HQ AFSPC: Commander (CC).

9.1.1.2. (AFSPC) Vice Commander (CV).

9.1.1.3. (AFSPC) Director of Operations (DO).

9.1.2. (AFSPC) Numbered Air Force:

9.1.2.1. (AFSPC) 14 AF/CC.

9.1.2.2. (AFSPC) 20 AF/CC.

9.1.3. (AFSPC) AFSPC Wing and Group Commanders:

9.1.3.1. (AFSPC) 21 SW/CC Peterson AFB.

9.1.3.2. (AFSPC) 30 SW/CC Vandenberg AFB.

9.1.3.3. (AFSPC) 45 SW/CC Patrick AFB.

9.1.3.4. (AFSPC) 50 SW/CC Falcon AFB.

9.1.3.5. (AFSPC) 90 SW/CC F E Warren AFB.

9.1.3.6. (AFSPC) 91 SW/CC Minot AFB.

9.1.3.7. (AFSPC) 321 MG/CC Grand Forks AFB.

9.1.3.8. (AFSPC) 341 SW/CC Malmstrom AFB.

9.2. (AFSPC) Category 2: (20 Minutes).

9.2.1. (AFSPC) HQ AFSPC Director of Communications and Information (SC).

9.2.2. (AFSPC) HQ AFSPC Director of Plans and Programs (XP).

9.2.3. (AFSPC) HQ AFSPC Director of Requirements (DR).

9.2.4. (AFSPC) HQ AFSPC Director of Logistics (LG).

9.2.5. (AFSPC) HQ AFSPC Staff Judge Advocate (JA).

9.2.6. (AFSPC) HQ AFSPC Director of Safety (SE).

9.2.7. (AFSPC) HQ AFSPC Director of Staff (DS).

9.2.8. (AFSPC) HQ AFSPC Civil Engineering (CE).

9.2.9. (AFSPC) HQ AFSPC Director of Security Forces (SF).

9.2.10. (AFSPC) Commander, Space Warfare Center (SWC/CC).

9.2.11. (AFSPC) Commander, Space Operations Flight (DOC).

9.3. (AFSPC) Category 3: (45 Minutes).

9.3.1. (AFSPC) HQ AFSPC Director of Personnel (DP).

9.3.2. (AFSPC) HQ AFSPC Command Surgeon (SG).

9.3.3. (AFSPC) HQ AFSPC Director of Protocol (DSP).

9.3.4. (AFSPC) HQ AFSPC Director of Financial Management (FM).

9.3.5. (AFSPC) HQ AFSPC Command Chaplain (HC).

9.3.6. (AFSPC) HQ AFSPC Command Inspector General (IG).

9.3.7. (AFSPC) HQ AFSPC Director of Field Support (FS).

9.3.8. (AFSPC) HQ AFSPC Director of Public Affairs (PA).

9.3.9. (AFSPC) HQ AFSPC Historian (HO).

9.3.10. (AFSPC) HQ AFSPC Director of Services (SV).

9.3.11. (AFSPC) HQ AFSPC Competition Advocate (DSC).

10. (Added-AFSPC) Responsibilities and Procedures. Each individual assigned to a category above must comply with the requirements specified below in order to ensure responsive command and control of forces and personnel.

10.1. (AFSPC) Category 1 Personnel:

10.1.1. (AFSPC) The Air Force Space Command Command Center (AFSPCCC) monitors the status and location of the AFSPC Commander through the NORAD/USSPACECOM Consolidated Command Center (NUCCC). Ensure the NUCCC has the name, rank, duty phone, home phone, secure phone and cellular/pager phone numbers of the primary on-duty commander. The NUCCC must be notified when there is a change of responsibility from primary to alternate and vice versa.

10.1.2. (AFSPC) Each NAF ensures the AFSPCCC has the name, rank, duty phone, home phone, secure phone and cellular/pager phone numbers of the primary on-duty NAF commander. Notify the AFSPCCC when there is a change of responsibility from primary to alternate and vice versa.

10.1.3. (AFSPC) Concurrent absence of both the Commander (CC) and Vice Commander (CV) of 20 AF and 14 AF must be preapproved by AFSPC/CV. Requests must be forwarded

at least 3 duty days prior to the absence with an information copy forwarded to the AFSPCCC. Include the following:

10.1.3.1. (AFSPC) Names/ranks of Commander/Vice Commander and effective dates.

10.1.3.2. (AFSPC) Name, rank and duty title of designated alternate with duty phone, home phone, secure phone and cellular/pager phone numbers.

10.1.4. (AFSPC) The offices of AFSPC/CV and HQ AFSPC/DO keep the AFSPCCC advised of the status and location of the Vice Commander and Director of Operations.

10.1.5. (AFSPC) Category 1 personnel must be available within 5 minutes.

10.1.6. (AFSPC) Contact is made through the respective NAF and host base command posts. NAFs must have procedures in place to track the status of their primary and alternate Category 1 personnel.

10.1.7. (AFSPC) NAF, wing and group/unit command posts establish procedures to monitor the status of their respective commanders.

10.1.8. (AFSPC) Numbered air forces establish policies and procedures for concurrent absences of their commanders and vice commanders.

10.2. (AFSPC) Category 2 Personnel:

10.2.1. (AFSPC) Each organization ensures the AFSPCCC has the name, rank, duty phone, home phone, secure phone and cellular/pager phone numbers of the Director/Commander or their alternate. Notify the AFSPCCC when there is a change in responsibility from the Director/Commander to the alternate and vice versa.

10.2.2. (AFSPC) Each organization will also update the absence calendar on 21 NET, if 21 NET isn't available, notify the DS secretary via phone.

10.2.3. (AFSPC) Category 2 personnel must be capable of being contacted by the AFSPCCC within 20 minutes.

10.2.4. (AFSPC) Category 2 organizations will ensure current copies of directorate and division level recall rosters are provided to HQ AFSPC/DOCP, Stop 4190 (AFSPCCC), by the third duty day of each month. On directorate level recall rosters, indicate a primary and at least one alternate point of contact to be notified when recalls/notifications are initiated.

10.2.5. (AFSPC) Dual Absence: Submit a memo through the Director of Staff for the Vice Commander's approval for those absences where the principal staff member, as well as the alternate will be absent. *Note:* Dual absences should be kept to a minimum.

10.3. (AFSPC) Category 3 Personnel:

10.3.1. (AFSPC) Category 3 personnel must be capable of being contacted by the AFSPCCC within 45 minutes. When required, the AFSPCCC makes contact using established recall procedures and the current recall roster for the affected organization.

10.3.2. (AFSPC) Submit a memo through the Director of Staff for the Vice Commander's approval for those absences where the principal staff member, as well as the alternate will be absent.

10.3.3. (AFSPC) Each organization will update the absence calendar on 21 NET, if 21 NET isn't available, notify the DS secretary via phone.

10.3.4. (AFSPC) Category 3 organizations will ensure current copies of directorate and division level recall rosters are provided to HQ AFSPC/DOCP, Stop 4190 (AFSPCCC) by the third duty day of each month. On directorate level recall rosters, indicate a primary and at least one alternate point of contact to be notified when recalls/notifications are initiated.

10.4. (AFSPC) Air Force Space Command Command Center (AFSPCCC):

10.4.1. (AFSPC) Maintains information on the status of the AFSPC/CC and CV, HQ AFSPC/DO, each NAF Commander and Category 2 personnel.

10.4.2. (AFSPC) Maintains current recall rosters for all Category 2 and 3 organizations.

10.4.3. (AFSPC) Contacts or recalls personnel as directed by the Commander, AFSPC, or other competent authority.

10.4.4. (AFSPC) Relays information as required for, NORAD, USSPACECOM, HQ AFSPC, NAF, wings, groups, and units to ensure availability of key personnel for the commander.

10.4.5. (AFSPC) Accomplishes the following for planned or unplanned absences of the Commander:

10.4.5.1. (AFSPC) When the Commander is unavailable for duty, notifies the Vice Commander and vice versa.

10.4.5.2. (AFSPC) Notifies the NORAD/USSPACECOM Consolidated Command Center (NUCCC) upon departure of the commander and makes another notification when the commander returns for duty.

10.4.5.3. (AFSPC) Notifies the NORAD/USSPACECOM Consolidated Command Center (NUCCC) upon departure of the vice commander and makes another notification when the vice commander returns for duty.

10.4.5.4. (AFSPC) HQ AFSPC/DOCP will accomplish random Category 1 and Category 2 personnel commander availability checks on a monthly basis. AFSPCCC will initiate these checks from 1400 ZULU - 0200 ZULU. Results of these checks will be provided to HQ AFSPC/DO.

10.5. (AFSPC) NAF and Wing Command Posts. Maintain sufficient information on status and location of NAF, wing and group commanders to ensure availability for higher authorities.

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